## Archon Evalutation Matrix

| ARCHON | Recording Repository Information | Tracking Sources & Donors | Subjects | Authority Control for Names & Subjects | Describing Archival Resources | Managing Location Information | Ingest Legacy EAD 2002 | Information input | Report Generation | Export EAD | Export MARC | Export Print Finding Aid | Searching the database | Search terms in context? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Survey/Accession Information** | | | | | | | | | | | | | | |
| **Personal >** | | | | | | | | | | | | | | |
| **Herbert Gans Papers** | Input by adminstrator, fixed. | Fine, only a donor name and no other information to add. | None given. | n/a | Good, just a few box listings with brief information | n/a | n/a | Easy due to brevity. | Not very helpful, it's hard to run reports on information as a whole in the database. | n/a | n/a | Looked good. | y | y |
| **Otto Harbach Papers** | Input by adminstrator, fixed. | | | | | | | | | | | | | |
| **Andrew Heiskell Papers** | Input by adminstrator, fixed. | No problem. | None given. | n/a | | | n/a | Fine, but the small window for the title (I.e. all the box contents) it gives you is awkward to use and you can't tell if everything has been entered without going to the search screen. | Not very helpful, it's hard to run reports on information as a whole in the database. | n/a | n/a | | | |
| **John H. Mundy Papers** | n/a | Fine, never perfect, the boxes are large but make you cut up the information oddly. | Entered fine. | | Had to rig this so the boxes had titles, and then make the box contents an 'item' in the box. This was because I had a larger fill-in box to transfer the information into the 'description' field. | Same as always, slightly bad. | n/a | Slow and clunky. | | | | | Y | Y |
| **Jean Nathan Papers** | | Fine, no problem | None given. | n/a | We had some information on how the material was housed when it came to us, as well as a description that we had to put in the Scope portion of the descriptive elements. There wasn't anywhere that seemed to fit as to where to put the note, so it went in arrangement. | | | | | | | | | |
| **Corporate >** | | | | | | | | | | | | | | |

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| **Bill of Rights Fund Records** | already there | Good, lots of space for additional notes | None | n/a | Had to go in as an archival collection | Same as always, slightly bad. | n/a | Not too bad, brief box listings. | Poor overall. | n/a | n/a | acquisition information not listed (significant omission) | y | y |
| **National Urban League Records** | already there | Data does not appear correctly. | Fine. | Y | Small one box collection with brief info. | Same as always, slightly bad. | n/a | Fine due to small size | Poor overall. | n/a | n/a | Looks fine. | y | y |
| **Womens Suffrage Assoc. of NYS** | already there | Data appeared under 'Administrative Information' for some reason. | None entered | n/a | Fine, small collection. | Same as always, slightly bad. | n/a | OK | Poor overall. | n/a | n/a | Looked good. | y | y |
| **New Finding Aid Creation** | | | | | | | | | | | | | | |
| **Personal >** | | | | | | | | | | | | | | |
| | You can put in all the repository information as a staff member with such privileges. For the sake of this project, we just left a 'dummy' in as Columbia University - TEST. It looked to be similar to all the other fill in boxes that create drop down or pull-over menus. | | | It's up to the individual to check if a heading is official and where it came from, a sort of self-reporting issue. | | | | | | The 'staff view' gives you option to view this. The tagged page comes up and can be saved, and ostensibly run through a style sheet for publication. | The MARC record comes up tagged well, but care is required when inputting. Including the corresponding MARC field names or numbers somewhere in the input interface (a popup perhaps?) would be helpful. | The printed finding aid has all the essential information, but leaves some out, such as added entries, provenance, etc. Better to allow for all recorded info to be output. | | |
| **L.S. Alexander Gumby Collection** | | n/a | None given | n/a | Went in as smooth as it does. | Good, a nice box in the database view mode for a quick I.d. of what's where. | n/a | This collection had information in each box, as they were scrapbooks, and not the typical box/folder contents lists. Archon handled them fine, although I did have to rig some things as 'items' to get enough space to put everything in. | Poor overall. | Fine | Fine | Fine | y | y |
| **Pavel N. Shatilov Papers** | | n/a | | | | | n/a | In AT, it made more sense to put in all the series and subseries and flesh them out, but in Archon it was best to input in direct box/folder order to avoid confusion. | | | | | | |

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| G. Sokolsky Papers | | n/a | Terms are not consistent throughout the product, such as 'add' becomes 'transfer' when dealing with subjects. | You need to launch the 'subject manager' which means extra clicking through menus, and add the subject. It then gets added to the drop-down menu. Also, the 'type' of subject drop-down could have MARC number tags and there are things that are not typically subjects in it, like dates and titles. | | You can set up a variety of locals for a drop-down menu in the 'location manager'. It can be customized, and you can put in a variety of locations for an individual collection, which is helpful. | n/a | Difficulty adding new genre heading to the drop-down menu | | | | You can get to it from the public interface. | | It highlights the search word so you can see it. |
| Alvin & Heidi Toffler Papers | | n/a | | | One thing to note is the lack of ability to format things like titles by underlining and the like. This could be improved. | | n/a | This had several series and subseries in one box. In Archon this is difficult to input, since you have to go back out two steps to see the folder listing. | | | Record was sorely lacking in basics. | This looked quite nice actually. | Y | Y |
| Thomas Clarkson Papers | Input already. | n/a | Good, went in fine. | | Nicely arranged. | OK | n/a | Not too challenging, just the usual slowness | None to speak of. | | | | | |
| Corporate > | | | | | | | | | | | | | | |
| Greenberg Publishers Records | | n/a | | | | The location information, aside from collection location, is a separate linked database, that is confusing. It asks you about EAD tags (?) as well as locations | | | | | | | | |
| Letchworth Village | Input already. | n/a | | | This was a small collection processed by an intern, and he gave a nice amount of information in it which translated well into the system. | | n/a | | | | | | | |

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| **Whitney Young Jr. Memorial Foundation Records** | | n/a | | | Fine, same as always. | This was challenging for this collection, simply because it's so large.  As it was my 'big collection' test case, it proved rather cumbersome. | n/a | Clunky and slow as always, and the multiple series and box information was challenging. | | Fine | Fine | Fine | This is always the strength in Archon, and is exemplified in being able to do a word search on such a large collection. | It highlights your search term in the output. |
| **Input Legacy EAD** | | | | | | | | | | | | | | |
| **Merkt Abbott Papers** | | n/a | | | | | This went in fine, although it did take a long time to do it. | | | Not done, because the ingest was incomplete. | Not done, because the ingest was incomplete. | Problems:  Not all series were present.  All of this material was present in the source, but not in Archon. | | |
| **Serge I. Chermayeff Architectural Records and Papers (Avery)** | | n/a | | | | | Got message: "Could not store Collection: A Collection with the same title, sorttitle and repository code already exists in the database". | | | Not attempted | Again, like Abbott, not promising. | Like Abbott, it left out a great deal of the container list. | Easy as always. | |
| **B. G. Goodhue Architectural Drawings and Papers (Avery)** | | n/a | | | | | First got message: "Could not store Collection: A Collection with the same title, sorttitle and repository code already exists in the database".  After changing both the title and the call number, got the message it was unable to load the database table. | | | | | For some mysterious reason, this didn't even give the option of getting a finding aid. | | |

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| **Mark Lyons Peisch Papers…(Avery)** | | n/a | | | | | Got messages: 'Parsing file /tmp/phpxhe6ec. ..Unable to determine EAD file version. Skipping file…Import Complete!' - No ingest performed. | | | | | | | |
| **Warren & Westmore Architectural Photographs and Records (Avery)** | | n/a | | | | | After changing call number to make unique, finding aid loaded successfully. | | | This was the only collection that the entire finding aid was present at the end of the process. It was also a very small collection, so maybe the issue is ingestion of large amounts of data. | Looked good, but like most of these records, I would do more as a cataloger to enhance the records. | Worked fine, these look nice and clean when they come out. | | |
| **Abe Collection (Starr)** | | n/a | | | | | I received the same error message as I did for Peisch. This told me nothing as to how I could fix the situation. | | | | | | | |
| **Donald Keene Letters Collection…(Starr)** | | n/a | | | | | Failed, same error message as the others. | | | | | | | |
| **Stein and Day Records (RBML)** | | n/a | | | | | Loaded fine, no trouble with anything. | | | | Not good, due to the lack of descriptive content. | This left out a few box listings, in that the box and folder number would be present, but nothing else. | | |
| **William S. Vickrey Papers (RBML)** | n/a | n/a | All went in accordingly. | Yes, this was a well-created and researched finding aid. | Only as good as the input, which was excellent. | Good | Easy for this one, and it was a test case for using our tagged export from ProCite. | n/a | | | | Find, but also missing the descriptive content in the xml source. | Same as ever, simple. | Y |